



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov>

May 19, 2006

Dear Money Services Licensee:

With this cover letter you will find the Money Services Business Annual Assessment form and instructions. This form with attachments must be completed and returned to the Washington Department of Financial Institutions (DFI) no later than 5:00 pm (Pacific Time) on Monday, July 3, 2006. Normally, these filings are due on July 1st, but this year July 1 falls on a Saturday. The filings are due on Monday. Read the instructions before beginning the forms.

This report describes your business transactions in Washington during the 2005 calendar year. All Money Transmitter and Currency Exchanger (together known as "Money Services") licensees must file a report even if they conducted no business in Washington during 2005.

If this mailing got to you incorrectly, please immediately forward it to the person in your company responsible for such reporting. Money Services licensees are responsible for keeping this agency informed of pertinent staff. If corrections regarding the contact person for your company are needed, provide this agency with a written update now (the update can be via e-mail, FAX, or regular mail).

Remember, there are penalties for late or inadequate reporting so do not delay. See RCW 19.230.110, WAC 208-690-080, WAC 208-690-090, and WAC 208-690-100 for details and authority.

Thank you for your prompt attention to this matter. You may send your requests for additional assistance via e-mail to DCS@dfi.wa.gov for best service.

Sincerely,

Mrs. Kae McDonnell
Licensing Examiner
voice 360-902-8815
fax 360-704-7015
e-mail kmcdonnell@dfi.wa.gov

Ms. Micheal Freer, CAMS
Financial Examiner
voice 360-902-0522
fax 360-704-7039
e-mail mfreer@dfi.wa.gov

Instructions for completing the 2005 Money Service Business Annual Assessment Report

Before you Begin:

- Please read through the entire form and all instructions.
- Make a copy of these blank forms.
- Gather your information, this form is to report your WA business during the 2005 calendar year. Use other forms to report changes and updates to material facts, or to add new authorized delegates.
- Consult the WA law (RCW) and/or rule (WAC) section we've cited if needed.
- Referenced forms and documents (including the RCW and WAC) are available online at <http://dfi.wa.gov/cs/money-services-providers.htm> for your convenience.

Report Due and Assessment period Dates: Per WAC 208-690-090, the Annual Reports & Assessments from Money Service licensees are due on July 1st of each year. However, since 7/1/06 falls on a Saturday, the filing is due on 7/3/06 instead. This report should cover your Washington State business conducted during the 2005 calendar year.

Licensee Information (where possible, we've completed this information for you):

- a) Provide your company name as it appears on your Washington State Money Services license, including any trade name ("dba").
- b) Advise the person currently appointed to serve as your Responsible Individual per WAC 208-690-030(1)(b).
- c) Give us the current physical (no PO Box) address of the licensee including building number, street name/number, city, state/province, zip/postal code, and country (if not USA).
- d) Check the appropriate box for which license type your company holds.
- e) Complete the WA License number, found on the lower right-hand corner of your license.
- f) Supply your initial license issue date (NOTE: This date may not be the "issued date" on your current license, which is the latest issuance. If this information has not been populated, look up the information on our website, or call us for assistance. We're looking for the date your very first WA Money Services license was issued.)
- g) Furnish the total number of (count) WA locations (either company-owned branches, or authorized delegates) that were approved at some point during 2005. If your initial license date falls between 1/1/06 and 6/30/06, count your authorized delegates at the time of license approval.

1. Actual 2005 Washington Business Volume: Please report your company's business volume for WA transactions by activity. Round the transmission volume and currency exchange volume to the nearest \$100 US. Also report your fees collected for each activity, rounded to the nearest \$100 US. (NOTE: Money Transmitter licensees will refer to this section later for discussion of #9 Net Worth and #10 Surety Bond/Alternative.)

Preparer's Certification & Information: Who actually prepared this report? This might be your accountant, bookkeeper, responsible individual, CEO, etc. That person should complete the preparer's certification and information portion.

Affidavit – Although these documents may be prepared by the accounting or compliance department (or other party within your company), a high level officer (Owner, Corporate President, Manager of an LLC, or company Treasurer) must review all information on the final report and attachment(s) for accuracy before signing the affidavit. Please remember to have the affidavit notarized.

2. Annual Assessment fee:

- a) Use the “initial license issue date” at the top of page one to determine your company’s base fee.
- b) Use the “count 2005 WA locations” (also at the top of page one) to complete the multiplication for additional fee(s) for authorized delegate locations. If your initial license issue date falls between 1/1/06 and 6/30/06, use the count of authorized delegates at your initial license issue date.
- c) Add the base amount to the additional fees amount to calculate the total fees owed.
- d) Pay the lesser of total fees owed or \$15,000 and make check payable to “Washington State Treasurer.”
- e) Enclose the check with this report and appropriate attachments. Do not staple the check to any other paperwork.

3. Authorized Delegates: Submit a complete list of your current authorized delegates.

- a) NOTE: For the purposes of this report, an “authorized delegate” includes either any company-owned branch as well as any other party (commonly referred to as “agents”). The Department makes no distinction between these two types of locations.
- b) The list should include the authorized delegate’s company name (and trade name or “dba” if any), contact person’s name, physical address (include city, state, and zip), and phone number.
- c) We prefer to receive these lists in electronic format, MS Excel is preferred. You may e-mail this electronic list (see instructions for “electronic delivery” below). If you send a paper list, please sort the list alphabetically by the authorized delegate’s company name, and number each entry.
- d) If your company has added new authorized delegates since 12/31/05, you should already have submitted the *Add an Authorized Delegate* form as they joined your system. This form is available from our website and should be submitted promptly anytime you add new locations.
- e) Report changes (address, trade name, etc) to your previously approved authorized delegate listing on the *Quarterly Report* form throughout the year.

4. Material Changes: Changes to material facts include: company name or trade name, ownership, physical/mailling/records location addresses, phone/fax numbers, e-mail/web addresses, responsible individual/registered agent, etc. You may review DFI’s information for accuracy online.

- a) If your company has no changes to report, check the first box “DFI’s information is accurate.”
- b) If you need to report material changes, complete the *Money Services Business Amendment Application* form and check the second box “I’ve enclosed an Amendment App.” This form is available online.

5. US Treasury Registration/Renewal: The US Treasury Department requires money services businesses to register at FinCEN. These registrations are valid for two years. See www.msb.gov or phone 1-800-949-2732 for more information from the US Treasury Department.

- a) Has your company already registered with the US Treasury Department (FinCEN)? If no, check the first box but register now and send copies of the registration documents to DFI with this report. If yes, check the second box and indicate the date you first registered.
- b) Has your company’s FinCEN registration come up for renewal yet? If yes, check the third box and indicate the date of renewal.

6. US Treasury List of Blocked Nationals: The US Treasury Department issues a list of blocked nationals. Check this list (SDN) at www.treas.gov/offices/enforcement/ofac/sdn/index.html for your company’s responsible individual, owners, officers (here together referred to as “principals”). HINT: this may be helpful in screening new authorized delegates.

- a) Does your company currently review the SDN for matches with your principals and/or authorized delegates? If not in the past or not now, check the first box. If this is a current practice, check the second box.
- b) Have your principals’ name(s) ever appeared to match a name on the SDN? If yes, attach a separate document explaining how you verified that the SDN name was not the same person as your principal(s)/authorized delegate(s).

7. Anti-Money Laundering Program:

- a) If your program is on file with DFI and has not been changed, check the “yes” box.
- b) If your program is not yet on file with DFI or has been changed, attach a current copy (e-files are encouraged, PDF or MS Word preferred) and check the “no” box.

8. Audited Financial Statements: Attach a copy of your 2005 financial statements prepared in accordance with Generally Acceptable Accounting Principals (GAAP). Financial statements must include at least a balance sheet, and an income statement or cash flow statement. Money Transmitter licensees are required to have their financial statements independently audited. Currency Exchange-Only licensees are not required to have their financial statements independently audited; however, if your company has audited financial statements, please submit a copy of them with this report.

- a) If your money transmitter company’s audited financials are attached, check the first box and indicate your fiscal year-end date.
- b) If your money transmitter company is a subsidiary, you may attach the parent company’s audited financials. Also include a balance sheet (un-audited OK) for the licensed company and check the second box and indicate the parent company’s fiscal year-end date.
- c) If your company is licensed only for currency exchange; enclosed un-audited or audited financial statements, check the third box, and indicate your fiscal year-end date.

9. Net Worth (Money Transmitter licensees only): Refer to Table 1 indicating your total transmission volume for 2005 in Washington. Locate the check-box that best describes your required net worth. Your financial statements should confirm that the minimum net worth is met. Check the appropriate box.

10. Surety Instrument (Money Transmitter licensees only): Refer to Table 1 indicating your total transmission volume for 2005 in Washington. Use your 2005 transmission volume to determine your company’s base surety amount. Enter the count of locations authorized for 2005 (found at the top of page 1 of the form) and multiply by \$10,000. Add the base surety amount to this amount and enter the total required surety. Compare this total required amount against your files to determine if a change is needed. If your company has already filed a surety bond, use the left-hand columns; if your company has filed a time deposit as an alternative to the surety bond, use the right-hand columns.

- a) If your current bond coverage is adequate, check the first box in the left-hand column.
- b) If your current bond is insufficient, check the second box in the left-hand column. Contact your bonding agent to obtain a rider increasing the amount of the bond. Send the original signed & sealed rider to DFI.
- c) If your current time deposit is adequate, check the first box in the right-hand column.
- d) If your current time deposit is insufficient, check the second box in the right-hand column. Use the *Assignment of Account or Time Deposit* form (available online) to have your bank document that you’ve increased the time deposit alternative to the surety bond. Enclose the original notarized form with this report.

11. Permissible Investments (Money Transmitter licensees only):

- a) If your company does not currently invest in securities, check the first box.
- b) If your company currently does invest in securities, check the second box and complete the certification. Attach a list of the investments including the name and percentage held of each type of investment.

Attachments: Electronic attachments are encouraged; lists (authorized delegates, permissible investments, etc) are preferred in MS Excel, statements (audited financial statements, anti-money laundering plan, etc) are preferred in PDF or MS Word.

- a) Call phone number (360)902-8815 before sending e-file attachments
- b) Send e-file attachments to DCS@dfi.wa.gov with a “low priority” to avoid band-width problems associated with large files
- c) Put the code “MT AA” plus your “company name” in the subject line of the e-mail
- d) Make a note at the top of the first page of the date attachments were sent electronically

Your filing should include these documents:

- a) List of Authorized Delegate locations in WA as of 12/31/05
- b) Audited financial statements for the 2005 fiscal year (un-audited OK for CE-only licensees)
- c) The 3-page Annual Assessment Application
- d) Company check or money order paying the Annual Assessment fee. Make checks payable to the “Washington State Treasurer”
- e) Maybe:
 - i) Quarterly Report making changes to previously approved Authorized Delegate listing
 - ii) Add Authorized Delegate application form(s)
 - iii) Amendment Application reporting material changes for company
 - iv) Anti-money laundering plan if not previously filed, or if recently updated
 - v) Bond rider or Assignment of Time Deposit form increasing surety amount
 - vi) List of permissible investments
 - vii) Explanations of matches on the US Treasury’s list of Blocked Nationals

Need Help? Send your specific questions via e-mail to DCS@dfi.wa.gov or phone (360)902-8815 or (360)902-0522 and someone from the DFI staff will research and respond. HINT: This might be a good time for you to check our licensing information for your company to verify addresses, trade name, etc. See our “Licensee List” at www.dfi.wa.gov/cs/list.htm for the details we’ve got on file. If you find changes are needed, contact the licensing unit by e-mail DCS@dfi.wa.gov for further instructions.

Deliver the Annual Assessment form, assessment fee, and other attachments by 5:00 pm on or before Monday July 3, 2006 to either of these addresses:

Via: US Postal Service

Department of Financial Institutions
Division of Consumer Services
PO Box 41200
Olympia WA 98504-1200

Other Couriers (UPS, FedEx, etc – no mail receptacle)

Department of Financial Institutions
Division of Consumer Services
150 Israel Rd SW
Tumwater WA 98501



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200
 Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov>

2005 Money Services Business Annual Assessment & Report

Report Due: July 3, 2006

Assessment for Business conducted 1/1/05 through 12/31/05

Reports must be filed even if you did NO business in Washington State during 2005.

Name of company as licensed in Washington: _____

Responsible Individual: _____ Doing Business As: _____

Licensed Physical Address : _____

Licensed as: ☐ Money Transmitter (includes authority for Currency Exchange) ☐ Currency Exchanger (only)

WA License Number: 550- - Initial License Issue Date: _____ Count 2005 WA locations: _____

1. ACTUAL 2005 WA BUSINESS VOLUME (ROUND TO NEAREST \$100 US): WAC 208-690-040 & WAC 208-690-060

<i>Money Transmission volume \$_____transmitted from WA 2005</i>	<i>Currency Exchange volume \$_____exchanged in WA 2005</i>
<i>Money Transmission fees collected \$_____collected in WA 2005</i>	<i>Currency Exchange fees collected \$_____collected in WA 2005</i>

Attach at least the following (see instructions for more details) with this 3-page report form:

- List of Authorized Delegate locations for Washington as of 12/31/05 (e-files encouraged, MS Excel preferred)
- Audited financial statements prepared according to Generally Accepted Accounting Principles (If you have only a Currency Exchange license, un-audited financial statements are OK)
- Payment of 2005 Annual Assessment fee. Make the check payable to "Washington State Treasurer"

CERTIFICATION OF PREPARER

I hereby certify under penalty of perjury that the information contained in this annual report and attached supporting documentation, has been carefully examined by me and is correct and complete, and further acknowledge that there are no misrepresentations or omissions of material facts.

Prepared By: _____
Signature _____ *Date* _____

Type or printed name of preparer

Title

Phone: _____ **Fax:** _____ **e-mail:** _____

AFFIDAVIT OF OFFICIAL

I, _____ the undersigned being the Owner, President, LLC Manager, or Treasurer
Print name of company President, Manager, or Treasurer *circle correct title*

of _____, a Washington licensed Money Transmitter / Currency Exchanger,
Print company name as licensed *circle correct title*

swear (or affirm) that to the best of my knowledge and belief the statements contained in this report, including the accompanying schedules and statements (if any), are true and that the same is a true and complete statement in accordance with the law.

Signature of company Owner, President, LLC Manager, or Treasurer

Signed and sworn before me this _____ day of _____, 20____ and I hereby certify that I am not an owner, officer, or director of this company.

Signature of Notary Public

notary seal here

Notary Public in and for the State of _____

County of _____

My appointment expires: _____

2. ANNUAL ASSESSMENT FEES: RCW 19.230.110, WAC 208-690-140**BASE FEE OWED FOR LICENSEE'S RENEWAL**

Initial License Date	Base fee	Initial License Date	Base fee	Initial License Date	Base fee	Initial License Date	Base fee
July 2005 or before	\$ 500	August 2005	\$ 458	September 2005	\$ 416	October 2005	\$ 374
November 2005	\$ 332	December 2005	\$ 290	January 2006	\$ 248	February 2006	\$ 206
March 2006	\$ 164	April 2006	\$ 122	May 2006	\$ 80	June 2006	\$ 38

ADDITIONAL FEE(S) DUE FOR AUTHORIZED DELEGATE LOCATIONS

"Count 2005 Locations" _____ times \$50 per location = \$ _____

TOTAL FEES OWED (Maximum: \$15,000.00)

\$ _____ base fee + \$ _____ Authorized Delegate fee = \$ _____ Total Fees Owed

Make check payable to "Washington State Treasurer" and mail check with this 3-page form to Department of Financial Institutions

3. AUTHORIZED DELEGATES: RCW 19.230.120 & 19.230.110(2)(e), WAC 208-690-035 & 208-690-090(2)

DO NOT use this form to ADD new authorized delegate locations. Use the *Add An Authorized Delegate Application* form (available online) to add new delegates or locations. This form is at <http://www.dfi.wa.gov/cs/money-services-providers.htm> for your convenience. You may submit the new authorized delegate application and fees along with this annual report. NOTE: Authorized Delegate locations may not conduct any money services business until approved by this department.

DO NOT include UNREPORTED CHANGES to authorized delegate information on this report. If information regarding previously approved authorized delegates has changed (i.e., the authorized delegate moved, or the contact person has changed, or the delegate has been dropped, or other material changes have occurred) and this information has not yet been reported to us, please submit a "Quarterly Report" form with this updated information. Include the appropriate fee. The quarterly report form is available on our web site. You may submit the quarterly report at the same time as the annual report. The list submitted with the Quarterly Report should only include previously approved locations that need updates to information you already gave us.

SUBMIT a current list of authorized delegate locations. This list should include only previously approved authorized delegate locations. Authorized delegate locations include all company-owned outlets/branches of the company. (We make no distinction between these and retail locations, but you may separate your list according to the type of location reported.) The list of authorized delegates should include the company name, physical address, contact name, and phone number. Number each entry in the list and sort alphabetically by company name.

☐ I have no authorized delegate locations.

☐ I have included a dated list of authorized delegate locations approved as of _____. (e-files encouraged, MS Excel preferred)

4. MATERIAL CHANGES: RCW 19.230.110, WAC 208-690-110

You must keep DFI informed at all times so our information for the company is always current and complete. Changes to company information must be reported in a timely manner. Types of reportable changes include but are not limited to: the company name, ownership, physical/mailling/records location addresses, phone and fax numbers. Changes in Responsible Individual or Registered Agent should also be reported. If you have made unreported changes, please use the *Money Services – Money Transmitter – Amendment Application* and submit that application and fee along with this annual report. ☐ DFI's information is accurate ☐ I've enclosed an Amendment App now

5. U.S. TREASURY REGISTRATION/RENEWAL: RCW 19.230.902

☐ No ☐ Yes, I have registered with the U.S. Treasury Department. Date Registered _____

If you answered "No" to the above question, register now, and submit copies of the registration documents with this report.

☐ I have renewed (will renew) my registration every two years, per federal requirements. Date of last renewal _____

6. U. S. TREASURY LIST OF BLOCKED NATIONALS: RCW 19.230.070(1)(c) and RCW 19.230.100(1)(c)

ATTESTATION: I certify licensee reviews the US Treasury Department's listing of Blocked Nationals (SDN) at www.treas.gov/offices/enforcement/ofac/sdn/index.html for the company's responsible individual, owners, officers, principals, and authorized delegates. ☐ No ☐ Yes ☐ Any matches on the SDN are explained in an attached document.

7. ANTI-MONEY LAUNDERING PROGRAM: RCW 19.230.180

☐ Yes ☐ No, I have submitted a copy of my *Anti Money Laundering Program* to Washington State Department of Financial Institutions. If no, submit a copy of your *Anti Money Laundering Program* with this annual report.

8. AUDITED FINANCIAL STATEMENTS: RCW 19.230.110, WAC 208-690-080

SUBMIT the company's audited financial statements **as of 12/31/05** (or nearest fiscal year-end). Audited financial statements must be prepared in accordance with Generally Accepted Accounting Principles (GAAP). Include all notes to financial statements and any other supporting documents related to the audited financials. Place a check mark in the box that describes the licensee's situation. (E-files encouraged, PDF format preferred.)

☐ I have enclosed the licensee's 2005 audited financial statements. Financial Statements s are for (MM/YYYY) _____

OR

☐ The licensee is a wholly owned subsidiary of another company. I have submitted the most recent audited consolidated annual financial statement of the parent company. Financials are for (MM/YYYY) _____

OR

☐ The licensee is licensed ONLY as a Currency Exchanger, un-audited financial statements are enclosed for (MM/YYYY) _____

THE FOLLOWING ARE FOR MONEY TRANSMITTER LICENSEES ONLY

9. NET WORTH: RCW 19.230.060, WAC 208-690-060

ATTESTATION: I maintain my net worth in accordance with RCW 19.230, and WAC 208-690. Determinations of net worth must be made according to generally accepted accounting principles. My enclosed financial statements demonstrate required net worth.

Place a check mark in the box that describes your company's situation:

- ☐ \$10,000. My company has not previously engaged in money transmission or currency exchange in WA.
☐ \$10,000. My company transmitted less than \$1 million in WA during 2005.
☐ \$20,000. My company transmitted \$1 million but less than \$2 million in WA during 2005.
☐ \$30,000. My company transmitted \$2 million but less than \$3 million in WA during 2005.
☐ \$40,000. My company transmitted \$3 million but less than \$4 million in WA during 2005.
☐ \$50,000. My company transmitted \$4 million or more in WA during 2005.

10. SURETY BOND/ALTERNATIVE: RCW 19.230.050, WAC 208-690-040, WAC 208-690-050

CALCULATE your company's required surety amount. The base amount is determined by your actual 2005 transmission volume. Add \$10,000 per authorized delegate based on the CURRENT (not as of 12/31/05) count of locations. The maximum bond amount is \$550,000.

2005 Transmission Volume	Base Surety Amount	# of Locations added to Base	= Total Required Surety
Zero up to \$1 million	\$10,000	_____ x \$10,000	\$_____
\$1 million up to \$2 million	\$20,000	_____ x \$10,000	\$_____
\$2 million up to \$3 million	\$30,000	_____ x \$10,000	\$_____
\$3 million up to \$4 million	\$40,000	_____ x \$10,000	\$_____
\$4 million or more	\$50,000	_____ x \$10,000	\$_____

Place a check mark in the box that describes the type of security instrument used for your company.

SURETY BOND

- ☐ My company's current surety bond amount is adequate.
☐ I have enclosed a rider increasing the surety bond amount.

TIME DEPOSIT ACCOUNT

- ☐ My company's current time deposit amount is adequate.
☐ I have enclosed documentation increasing the time deposit amount.

By checking above I certify that the bond is accurate and in force at all times, including:

Correct amount.
 Correct address information.
 Correct company name/dba information.
 Surety company is authorized to do business in Washington State.
 Coverage amount is increased by an additional \$10,000 for every new authorized delegate location opened (up to maximum bond amount of \$550,000).

By checking above I certify that the deposit is accurate and in force at all times, including:

Correct amount.
 Correct address information.
 Correct company name/dba information.
 Banking institution where deposit is kept is inside Washington State.
 Deposit amount is increased by an additional \$10,000 for every new authorized delegate location opened (up to maximum amount of \$550,000).

11. PERMISSIBLE INVESTMENTS: RCW 19.230.110, 19.230.200, 19.230.210

- ☐ Not Applicable. I do not have investments of this type.
☐ I have attached a list of permissible investments and the percentage held of each type of investment.

I certify that we maintain our investment portfolio in accordance with RCW 19.230.200, and RCW 19.230.210.

BY:

*Signature of Authorized Official**

Date

Printed name of Authorized Official

Title

**NOTE: must be signed by company official such as President, Owner, Chief Financial Officer, etc.*